

**Grade IV Assessment Secretary**

**BreastCheck Western Unit, National Screening Service**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade IV Assessment Secretary – BreastCheck Western UnitNational Screening Service(Grade code: 0558) |
| **Remuneration** | The salary scale for the post is: (as at 01/03/2025)€35,256 37,367 38,215 40,356 42,317 44,033 45,694 47,935 49,563 51,206 **52,768 54,370 LSIs**Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | NSS202596 |
| **Closing Date** | Thursday 2nd October 2025 at 12pm |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | BreastCheck West, National Screening Service.There is currently one temporary, specified-purpose whole-time vacancy available in BreastCheck Western Unit, Newcastle Road, Galway.A panel may be formed as a result of this campaign for Grade IV Assessment Secretary from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sarah Simkin, Regional Unit Manager, BreastCheck Western Unit. Sarah.simkin@screeningservice.ie   |
| **Details of Service** | The National Screening Service (NSS) delivers four national population-based screening programmes – for cervical, breast and bowel screening and for detecting sight-threatening retinopathy in people with diabetes. These programmes aim to reduce morbidity and mortality in the population through early detection and treatment across the programmes. Screening programmes internationally and in Ireland are based on a call / re-call system where eligible and non-symptomatic populations are invited to take part and clinical services are provided for the further investigation and treatment of people identified as at risk of having or developing disease.BreastCheck is a government–funded programme that provides free mammograms to women on an area-by-area basis every two years. The aim of BreastCheck is to reduce the mortality and morbidity associated with Breast cancer by finding and treating the disease at an early stage.The benefits of a national population-based screening program are:1. It looks for risk markers of a disease in an apparently healthy population that is at risk of the disease.
2. It targets people in a population at risk of the disease who believe themselves to be well (free from the disease that they are being screened for)-they are asymptomatic.
3. It avoids unnecessary tests while detecting the presence of the disease as early as possible in its development, to improve the prognosis following diagnosis.
4. It enables referral of abnormal or positive screening results for further investigation and treatment if necessary.
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| **Reporting Relationship** | The post holder will report to the BreastCheck Unit Manager, GVII, or other nominated supervisor. |
| **Key Working Relationships** | Regular engagement with MDM team, including but not limited to, Clinical Director, Surgeons, Radiologist, Breast Care Nurses and Registrars. Regular liaison with hospital departments such as pathology, oncology, radiotherapy, theatre booking etc. |
| **Purpose of the Post**  | To co-ordinate the BreastCheck assessment service and co-ordinate results clinics and MDMs for the BreastCheck Screening Service. This role requires flexibility, multi-tasking, accuracy and attention to detail.  |
| **Principal Duties and Responsibilities** | The position of Assessment Secretary BreastCheck, Grade IV encompasses the following:**Assessment Clinic Operations:*** Co-ordination and preparation of Assessment and Results Clinic.
* Liaison for the multidisciplinary team to ensure the efficient running of the Assessment and Results Clinics.
* Co-ordination, preparation and recording of multidisciplinary case conference.
* Liaising and corresponding with BreastCheck service users who are recalled as well as their General Practitioners.
* Data entry of all data pertaining to procedures performed at Assessment Clinic.
* Running and validating of quality assurance reports / processes, ensuring all data is entered correctly.
* Dictaphone typing of all correspondence to women and their General Practitioners following assessment.
* Responding to service users queries and providing information and support to service users who are recalled to assessment.
* Ensuring that BreastCheck staff are kept informed of assessment activity.
* Booking surgery dates via IPMS system.

**Administrative Support:*** Utilise BreastCheck’s client information management system, AIRE (Assessment, Information, Record & Evaluation)
* Support the preparation and issuing of office documentation (correspondence, reports, etc) to the highest possible standard to ensure quality, efficiency and accuracy.
* Use appropriate technology to ensure work is completed to a high standard.
* Ensure that archives and records are accurate and readily available with an awareness and compliance with GDPR responsibilities.
* Maintain confidentiality of documentation and records in line with GDPR requirements.
* Support other departments within the Western Unit and also other BreastCheck Units under the governance of the NSS or in any outside institution with which the NSS has agreed to provide a service.
* Ensure line management is kept informed of issues.
* Organise and attend meetings as required. Minute-taking and committee / meeting support.
* Participate in training and use of relevant external IT systems where needed.

**Standards, Policies, Procedures and Legislation*** Maintain own knowledge of relevant HSE and NSS policies, procedures, guidelines and practices, to perform the role effectively and to ensure current work standards are met.
* Responsible for performing duties and complying with Standard Operating Procedures administration functions.
* Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR etc.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated employer protocols for implementing and maintaining these standards.

**Customer Service*** Consistently provide a professional, customer-driven service to internal and external stakeholders.
* Promote and maintain a customer-focused environment.
* Keep open communication at all times with both management and staff.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** |  **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867** 1. **Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

**Or**1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

*Note1:* *Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.* **And**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.
2. **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | N/A |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Knowledge of National Screening Service, Breast Screening and the National Breast Screening Programme.
* Excellent MS Office skills to include, Word, Excel and database/reporting experience.
* Knowledge and experience of using an email system effectively e.g., Outlook.
* General knowledge of the health service and how it works.

**Communications & Interpersonal Skills*** Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
* Ensure that service users are treated with dignity and respect.
* Strong written communication skills.

**Planning & Managing Resources*** Excellent planning and organisational skills including using computer technology effectively.
* The ability to manage deadlines and effectively handle multiple tasks.
* The ability to manage within allocated resources and a capacity to respond to changes in a plan.

**Evaluating Information, Problem Solving & Decision Making** * Flexibility, problem solving and initiative skills including the ability to adapt to manage change.
* The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
* The ability to recognise when it is appropriate to refer decisions to a higher level of management.

**Team Working*** The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
* The ability to work independently on own initiative and as part of a team.
* The capacity for management responsibility and initiative.
* Leadership potential and strong team skills.

**Commitment to a Quality Service*** Excellent attention to detail and high levels of accuracy.
* Awareness and appreciation of the customer.
* A commitment to maintaining high work standards and developing own knowledge and expertise.
* A commitment to providing a quality service and experience of managing change within a busy environment.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.The HSE is an equal opportunities employer. |
| **Code of Practice** | CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Grade IV Assessment Secretary**

**National Screening Service**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **temporary** and **whole-time.**The post is pensionable.Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: (as at 01/03/2025)€35,256 37,367 38,215 40,356 42,317 44,033 45,694 47,935 49,563 51,206 **52,768 54,370 LSIs**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site-Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)